

TOWN OF BLACKSBURG

Town Manager's Monthly Operation and Information Report

April 2005

TOWN MANAGER'S OFFICE

HUMAN RESOURCES DIVISION

- ❖ Prepared advertisements and postings, recorded EEO data for applicants, prepared transmittals for departments, reviewed interview questions, and processed returned applications for all April transactions. The following positions were posted during the month:
 - Maintainer/Utility – Public Works
 - Mechanic - Transit
 - Recreation Supervisor/Aquatic – Recreation
 - Town Planner – Planning & Engineering
 - BT Access Operator (Wage) – Transit
 - Bus Operator (Wage) - Transit
 - Code Insp. /NEP (Wage) – Housing & Community Development
 - Inspector/Site (Wage) – Planning & Engineering
 - Landscape Assistants (Wage) – Public Works
 - Outdoor Camp Leader (Wage) – Recreation
 - Outdoor Assistant Camp Director (Wage) – Recreation
 - Playground Leader (Wage) – Recreation
 - Pro Shop Assistant (Wage) – Recreation
 - Skateboard Camp Director (Wage) – Recreation
 - Summer Camp Counselor (Wage) – Recreation
 - Tennis Camp Assistants (Wage) – Recreation
 - Tennis Camp Director (Wage) – Recreation
 - Tot Lot Assistant (Wage) – Recreation
 - Tot Lot Director (Wage) - Recreation
- ❖ Prepared interview questions and participated on the interview panel for the position of Housing & Community Development Manager.
- ❖ Represented the Town at New River Community College's Annual Job Fair, along with the Professional Standards Lieutenant and one of the Police Department Recruiters.
- ❖ Conducted 2 New Hire Sessions for 3 Pay Plan employees this month.
 - Mechanic – Transit
 - Recreation Supervisor/Athletics – Recreation
 - Skilled Maintainer/Utility – Public Works
- ❖ Conducted Exit Interviews this month.
 - Mechanic - Transit
 - Dissatisfaction & Voluntary Resignation for Better Opportunity
 - Maintainer/Utility – Public Works
 - Voluntary Resignation for Better Opportunity
- ❖ Processed 102 status changes and 9 benefit changes.
- ❖ Assisted supervisors with EAP referrals, employee issues, disciplinary actions, investigations, and grievances; in conjunction with the Town Manager as necessary.
- ❖ Met with and assisted employees regarding work related issues or concerns.
- ❖ Assisted employees with VRS retirement estimates and purchase of prior service calculations and paperwork.
- ❖ Prepared updated retirement proposals for Town Council review.
- ❖ Participated in conference call with other New River Valley Insurance Consortium members to finalize open enrollment arrangements and discussion of the newly offered Health Reimbursement Account.
- ❖ Prepared new rate structure for employees and retirees. Scheduled all open enrollment meetings and secured meeting locations for Town employees and retirees.
- ❖ Met with Delta Dental representative to make final arrangements to convert the Town's current coverage from a private group policy to a NRV Consortium policy.
- ❖ Met with the Payroll/Finance group to review the new health insurance arrangements for July 2005 changes/implementation. Met with outgoing Finance Director and Assistant Director to coordinate the coverage of relative issues/projects during the absence of a replacement for the director.

- ❖ Worked with the Mayor to review and suggest revisions for the profile to be used for the Town Manager recruitment. Continued to act as a liaison between Town Council and the recruitment firm.
- ❖ The Employee Advisory Team met to continue the discussion of revisions to the Rules & Regulations for July 2005.
- ❖ Coordinated BEST classes conducted during April, including Unlawful Harassment for New Hires, Unlawful Harassment Refresher, Unlawful Harassment for Supervisors, and Retirement Planning through ICMA's deferred compensation plan. Conducted two sessions of Unlawful Harassment for New Hires, two sessions of Unlawful Harassment Refresher, and one session of Unlawful Harassment for Supervisors. Organized training by Attorney Roger Wiley on the topics of FOIA and the Conflict of Interest Act. Two sessions were offered as required training for all supervisors/managers. These sessions were held in Christiansburg and opened up to both Montgomery County and Christiansburg supervisors/managers. Additional regional training included the implementation of two new programs in April: New Hire Orientation (4.5 hour session) for all newly hired pay plan employees in the three localities, and the first in a three-part series of Supervisory Skills Courses.
- ❖ Attended both the United Way Executive meeting and the monthly Board meeting.
- ❖ Received a Top 25 2004 Campaign Certificate from United Way, as well as a Bronze Award for the second consecutive year.
- ❖ Prepared monthly evaluation notices and past due notices for applicable Directors.
- ❖ Continued to assist employees with processing of claims from Southern Health Plan.
- ❖ Continued the recognition of employees by sending cards to all employees celebrating a birthday, marriage, or birth of a child in April.

COMMUNITY RELATIONS DIVISION

The Community Relations Manager began or completed the following projects in the month of April:

- ❖ Continued to work with the new Museum Coordinator on Blacksburg Museum and Odd Fellows Hall initiatives. Continued to work with Blacksburg Partnership on retail marketing efforts, and the Hokie Bird Art Project. Also organized a successful ICSC Alliance Luncheon that had over 100 attendees, and helped organize the first meeting of the Blacksburg Partnership Retail Advisory Committee.
- ❖ The Community Relations Office continues to administer the Blacksburg Alert system. There are currently 2319 subscribers.
- ❖ Facilitated the design, printing, and mailing of the 2004 Water Quality Report.
- ❖ Began design for new Town project signs.
- ❖ Continued working with the Water Authority, Montgomery County, Virginia Tech, and the Town of Christiansburg on a Public Information campaign for the change over to chloramination for water disinfection.

The Museum Coordinator completed the following tasks in April:

- ❖ Continued planning a street festival with the Odd Fellows Hall Sub-committee co-sponsored by the Christiansburg Institute for July 2, 2005.
- ❖ Held first lecture of the Blacksburg Museum and Historic Smithfield Plantation Lecture Series at Kentland Farm on April 14, 2005.
- ❖ Continued meeting with the Museum Coalition, a group of local museum directors and volunteers, on ways to collaborate.
- ❖ Gathered feedback from Town Council at their April 19, 2005 work session on restoration projects for the Alexander Black House and the Odd Fellows Hall.
- ❖ Began working to revive 1998 Bicentennial Walking Tour of Blacksburg's 16 Squares.
- ❖ Began work on the Museum's newsletter to be sent out quarterly.
- ❖ Continued coordinating Virginia Tech Football Parking fundraiser. 59 of 71 spaces have been reserved.
- ❖ Participated in the Spring Grant Selection process as a Community Advisor to the Distribution Committee of the Community Foundation of the New River Valley. The Community Foundation is a non-profit organization that distributes donations from individuals and groups in the form of small grants to New River Valley organizations in the fields of social service, education, preservation and conservation of natural resources, health, community and civic affairs, arts and culture, and religious groups.
- ❖ Gave a presentation on the Blacksburg Museum to the United Daughters of the Confederacy (April 11) and the Intermediate Women's Club (April 20).
- ❖ Met with Town staff members to discuss the next steps for protecting and restoring the Odd Fellows Hall and an auxiliary structure at 213 Gilbert Street to serve as a restroom facility.

WTOB Staff Video Projects

- ❖ *Blacksburg Newsline* produced by Derley Aguilar: in production.
- ❖ *Planning Commission Agenda* produced by Chip Herman.
- ❖ *eneRGy: Your Recreation Guide* produced by Jennifer Tuttle: 2 programs in production. One features antiquing with the Seniors and learning about the objects in the Blacksburg Museum's exhibit at Glencoe Museum. The other program will focus on aquatics.

- ❖ *Blacksburg Sports Club*: taped 3 guest speakers and awards luncheon.
- ❖ *BT Access Public Meeting*: aired live and re-airs for a period of a month.
- ❖ *Historic Lecture Series*: guest speaker Dr. Samuel Cook at Kentland Farm. Aired throughout April and May.
- ❖ *Planning Commission Work Session (Low Impact Development and Cluster Development)*: aired live and will re-air at various times.
- ❖ *Recycling Blacksburg*: guide to recycling the proper way.

Notes

- ❖ New "import" program *Medicare Covers America* began airing on WTOB on April 11.
- ❖ Derley Aguilar continues to work on the video production for the water change campaign.
- ❖ Derley Aguilar participated in weekly development meetings for the Planning and Engineering Department.
- ❖ Derley Aguilar completed 2 postcard designs and mailings (new Fire Station and Residential Inspection Program).
- ❖ Derley Aguilar completed 1 flyer design for the Planning and Engineering Department regarding upcoming projects in the University City Blvd. area.
- ❖ Derley Aguilar worked with Heather Browning and Donna Boone-Caldwell to develop a public presentations policy.
- ❖ Chip Herman continued to assist Heather Browning with researching signage for development projects around town.
- ❖ Chip Herman and Jennifer Tuttle attended a Photoshop training session in Roanoke. (Web Administrator John McKenna also attended.)
- ❖ Chip Herman is now the primary person responsible for sending out Blacksburg Alert messages from the Planning and Engineering Department.
- ❖ Jennifer Tuttle completed production on a video open for BT Access meetings.
- ❖ Jennifer Tuttle photographed the water tanks around town for the Water Quality Report.
- ❖ Jennifer Tuttle continues to work with Kim Kirk to update the Virginia Statewide Neighborhood Conference promotional video that will be given to the next host city.
- ❖ Staff attended Freedom of Information Act BEST class.
- ❖ Approximately 35 announcements were added to the bulletin board.

Web Administration

Updates

- ❖ General updates of links
- ❖ Police press and announcements
 - Compile database crime report for 2002/2003
- ❖ Blacksburg Transit
- ❖ Parks and Recreation
 - Publish The Recreator
 - General edits and maintenance
 - Updated schedules
- ❖ Maintenance of eNews
 - News Releases
- ❖ Publish About Town
- ❖ On going projects
 - General maintenance to include site search for and removal of orphan files and dead links, and error corrections.
 - Town Council Web Cast Updates
 - General editing of content

Web Projects

- ❖ Continue Documents content manager
- ❖ Continue agenda Content Management System
- ❖ Complete redesign of boards and committees pages
- ❖ Continue Project pages design and database architecture

Other

- ❖ Organized web team meeting

Site Statistics

Summary

- ❖ 28,738 unique visitors came to the site, as determined by the typical behavior of browsers accepting user-identifying cookies and including a projection of the true number of visitors not accepting cookies.
- ❖ Visitors came from 7,476 distinct Internet addresses.
- ❖ The web server delivered 6,614 unique documents one or more times each.

The top five visited pages by accesses for April are:

Page	Accesses
calendar.php	29,338
jobs.php	6,938
person.php	5,749
maps.php	4,244
recreation.php	3,092

HOUSING AND COMMUNITY DEVELOPMENT DIVISION

- ❖ Annual Consolidated Plan public meeting to comment on the 2005 Action Plan and re-programming of 2004 funds approved by Council.
- ❖ Continuing efforts to obtain easements along Lee Street for infrastructure improvements.

Neighborhood Enhancement Program

- ❖ Town Gown Community Relations Committee meeting 4/28/05 ends meetings until August.
- ❖ Met with VT Service Learning Director. Agreed to co-partner with Town Gown Community Relations Committee for submission of a \$400,000 (3 year) University Partnership Grant to improve communications between students and off campus residents within neighborhoods. Submission will be for June 2006.
- ❖ Continue working with Judicial Affairs to address off-campus behavioral complaints from citizens that are not enforceable by police and draft grant application for Community Coalition grant.
- ❖ In response to the States Commission on Civic Education NEP continues to stay involved with the State Neighborhood Conference. Met with County Public School representatives on 4-1-05 and 4-15-05 to coordinate attendance for the 2005 Conference in Norfolk, September 22-24. Target is to encourage 20 rising 8th graders from Blacksburg Middle School to participate and encourage the 17 rising 9th graders to attend again this year. Have contacted Delegate Shuler's aid and arranged to provide copy of the video and other information promoting Blacksburg's efforts to increase civic education and awareness to our youth.
- ❖ In response to the Governor's Litter Control Campaign Initiative for the month of April, NEP oversaw 426 volunteers to collect litter during the April 9th Annual Big Event community service effort; and, provide supplies and equipment for the April 17th Roanoke Street Clean Up project.
- ❖ VT Game Day Football Parking and a media campaign partnership with BT, Kent Square, Montgomery Public Schools, Blacksburg Museum efforts.
- ❖ Attended Training in Richmond on Davis Bacon Act; CDBG Implementation Workshop.
- ❖ Participating in Bennett Hill/Progress Street Town Task Force.
- ❖ Working on 2 downtown consolidated trash, grease, recycling sites (1 armory parking lot and other in alley by Red Cross Building).
- ❖ Attended United Way "Hour of Honor" celebration.
- ❖ Work with Town staff on rental inspection program proposal.
- ❖ Working closely with Public Works staff on litter blowing into public areas from private complexes.
- ❖ Attended Employee Advisory Team meeting 4-26-05.
- ❖ Attend BEST Training on Retirement Income Planning; FOIA Training.
- ❖ Distributed Litter/Fair Housing bags created from partnership between NRV Apartment Council and NRV Board of Realtors.

Code Enforcement/Public Nuisance Abatement Summary

By Type of Violation

<i>Description</i>	No. cases	No. LMI (% of cases)	Percent of total
Tall grass & weeds	29	29 (20%)	26.5
Debris	27	19 (70%)	24.8
Inoperable vehicles	7	5 (72%)	6.4
Address numbering	0	0	0
Trash collection	41	18 (44%)	37.5
Property Maintenance	0	0	0
Zoning	4	4 (100%)	3.7
Encroachments	0	0	0
Snow Removal	0	0	0
Other	1	1 (100%)	0.9
TOTAL	109	68 (62%)	99.8

Complaints received: 9 (8.3% of total caseload) 6 LMI (67%)
 Projects closed this month: 92 (60 LMI, 65%)
 Citizen evaluation forms: 1 – negative, does not want to cut the dandelions
 Number of Downtown Cases: 3 (2.8%)
 Number of Commercial Cases: 5 (4.6%)
 Number of letters or notices written: 4 (3.7% of total caseload) 3 LMI (75%)
 Projects contractor hired for: None

TECHNOLOGY DEPARTMENT

- ❖ Director continues active role in HTE User Group Board of Directors.
- ❖ Work continues on Transit ITS / AVL project. We have selected Mentor as the CAD and on-board equipment vendor. Equipment orders will be placed in May.
- ❖ Monthly Blacksburg Telecommunications Advisory Committee meeting was held.
- ❖ We have started the Fiber Optical circuit from Progress Street Fire Station to the Bennett House and to the Parks and Recreation Campus. This will be completed may the end of May.
- ❖ Staff is close to completing working on the Cellular Telephone RFP. We have reviewed the bids and have finalized our choice of Vender. We desire to have this project completed by the beginning of July.
- ❖ Technology continues work on infrastructure and asset management projects to better manage the network
- ❖ Director is working with Pulaski County to establish a wireless service for their county.
- ❖ Director is working with the town attorney and Virginia Tech to establish a franchise agreement for Citynet. This may get the town dark fiber to connect the office locations on the south end of town – a high priority in our strategic plan.
- ❖ Technology Dept is working to GIS our fiber and conduit assets.
- ❖ Technology is working with Parks and Recreation to plan the Internet component of their Rec-Trak database system.
- ❖ Director is working with Community Relations Office and Tele-Works for the August IG conference to be held in Blacksburg.
- ❖ Technology is working with nTelos on a conduit project that goes down South Main Street from Country Club drive to the hospital.
- ❖ Staff is working on the final details to complete the Wireless contract. We will have this completed in May.

Teams and Association Involvement

Environmental Management Systems - Pollution Prevention - EMSP2
 Executive Management Team
 Technology Enhancement Team
 Instrumented City Initiative
 eGovernment Team
 Computer Operations Team
 BRITE - Blue Ridge IT Executives – regional Local Government IT Executives
 Montgomery County Information Technology Steering Committee
 VALGITE - VA Local Government IT Executives – Statewide Local Government CIO Forum
 NCTC - New Century Technology Council CIO Committee
 VATOA – Virginia Telecommunications Officers and Advisors
 NRV Telecommunications Group
 BTAC – Blacksburg Telecommunications Advisory Committee
 HTE User Group Board of Directors - Secretary

FINANCE DEPARTMENT

ACCOUNTING DIVISION

- ❖ List of New Businesses for April, 2005-Attached List
- ❖ Major revenue collections year-to-date as of April, 2005

▪ Real Estate Taxes	\$1,683,139	52.5% of budget
▪ Decals	\$ 62,119	21.1% of budget
▪ Meals Taxes	\$1,829,637	87.9% of budget
▪ Hotel Taxes	\$ 322,802	76.9% of budget
▪ Cigarette Taxes	\$ 348,173	103.9% of budget
▪ Sales Taxes	\$ 921,258	52.5% of budget
▪ Consumer Utility Tax	\$ 935,454	78.3% of budget

UTILITY BILLING DIVISION

- ❖ Number of connections 84
- ❖ Number of work orders 58
- ❖ Percent of waste stream recycled 15.5%
(curbside program)
- ❖ Disconnects for non-payment of accounts 60
- ❖ Delinquent Notices Mailed 776
- ❖ Direct Debit Accounts 1,053
- ❖ Internet Payments Received 415
- ❖ Collected \$1,353.61 on delinquent final accounts that had ignored all Town communications. Used Set-off debt, VEC, Tech directory and telephone book to track down these accounts.
- ❖ Large meter testing in progress.
- ❖ Gearing up for VA Tech students leaving in May.

PURCHASING DIVISION

- ❖ Awarded bids/RFP on: A/E Services – South End Fire Station; Street Marking/Painting; Construction of UCB Sewer Line; Stationery Supplies and Letterhead.
- ❖ Renewed contract: Fireworks; Mats and Mops; Miscellaneous Concrete, Coffee Service.
- ❖ RFP's/Bids Issued: Construction of Blacksburg Transit Addition.
- ❖ RFP's/bids being evaluated: Wireless Infrastructure; AVL Software & Equipment/Materials; Sanitary Sewer Study; Cell Phones.
- ❖ Upcoming RFP's and bids: Credit Cards; Heritage Park House; Office Supplies; Miscellaneous Asphalt; Miscellaneous Stone; Sign Design; Miscellaneous Professional Services; Fire Apparatus.
- ❖ Quotes/Informal Bids:
- ❖ Electronic Auction Sales: 2 vehicles; Sewer Cleaning System & Rodder for \$7,286.50.
- ❖ Purchase Orders Issued 48 \$731,894
- ❖ Inventory Issues 325 \$ 19,534
- ❖ Blanket Orders Utilized

ADMINISTRATION/MANAGEMENT INFORMATION SYSTEMS DIVISION

- ❖ Working on Internet (Click 2 Gov) Vendor Registration application.
- ❖ Working on Version 3 upgrade to H T E Financial Management System.
- ❖ Working on Fiscal Year 2005/2006 Operating Budget.
- ❖ Working on transition of Finance Director position.

New Businesses for April, 2004

Name	Address
A J S Inc	Out of Town Contractor
Blue Ridge Quilt Festival LLC	6104 Albermarle Lane
Catawba Valley Ice Cream	Peddler
East River Computer Serv Inc	1100 South Main Street #A
Honaker Construction	Out of Town Contractor
Identification International Inc	1872 Pratt Drive Suite 1800
Image Tile Works Inc	Out of Town Contractors
J & D Productions	Peddler
Joe's Masonry	Out of Town Contractors
Kalos IT Solutions LLC	2306 Plymouth Street
La Fabulosa	1700 South Main Street
Long & Foster Real Estate Inc	11351 Holiday Lane
Moser's Construction Inc	Out of Town Contractor
Nemitz Painting	200 Eheart Street Apt 3
Pampered Pets	800 Kabrich Street
Pathway Wireless LLC	801 Meadow Drive #12
Persian Rug Gallery Handcrafts	1411 South Main Street
Shencorp Inc	Out of Town Contractors
Speedway	2701 Prices Fork Road
Speedway #2	2701 Prices Fork Road
Thomasville Express	Peddler
VIP Group, Inc	1872 Pratt Drive
Webmail.US, Inc	2000 Kraft Drive Suite 1400

PARKS AND RECREATION DEPARTMENT

Golf Course Division

- ❖ The Golf Course collected \$23,431.51 for 1,462 customers.
- ❖ A new line of apparel was ordered for the golf pro shop to add variety to what we offer to the public.
- ❖ Community Golf Night (now called Monday Night Madness) has begun for the season.

Administrative Division

- ❖ Larry Lawrence retired officially after working 33 years for the Parks & Recreation Dept. Brad Epperley was hired as new Athletic Supervisor. Brad formerly worked for Salem Parks & Recreation Dept.
- ❖ All other Parks & Recreation facilities and programs collected \$31,861.17.
- ❖ The summer issue of *The Recreator* was mailed to town residents. Summer camp registration will be held on May 12, 2005.
- ❖ Arbor/Earth Day was held at the Heritage Park. The program included tree planting and activities for children.
- ❖ Staff attended a summer camp fair at Imaginations toy store. Over 20 local area camps participated.
- ❖ All supervisors are in the process of interviewing for summer camp staff.
- ❖ The entire Dept. organized and ran the 2nd annual Blacksburg Flower and Garden Festival on College Ave. This year's festival was very successful with 24 vendors and a large auction to culminate the day's event.
- ❖ Director, Outdoor Supervisor and IT Director met with Tele-Works to discuss the possibilities of internet registration for the Dept.
- ❖ The Dept. had a rain garden installed by the entrance road to the Municipal Park by Community Design Assistance Center of VA Tech.
- ❖ Design team meeting was held on April 13 – 14 for the LEED certified Nature Center.
- ❖ Director working with Town Attorney on easements from Price's Fork to Glade Road.
- ❖ Director attended FIOA training.
- ❖ Town is General Contractor on the Bennett House. Jim Akers is General Contractor while Dean Crane is Project Manager.
- ❖ Director and Town engineer working on Heritage Park Bridge crossing with Anderson & Associates. A Town Council briefing will be held in May on the project.

Community Center

- ❖ Senior Olympics was held the last week in April. BPRD acted as facility host of the event.
- ❖ Over 11,560 individuals used the Community Center and Kipps Gym during the month of April.
- ❖ Dodgeball was highlighted in *The Current* section of the *Roanoke Times*. This program was very popular and successful.

POLICE DEPARTMENT

OFFICE OF THE CHIEF

- ❖ Accreditation Events: We are hopeful that the end of year monies will allow us to purchase the IDS software to place our policy and procedure manual on the department's intranet. Policy reviews are underway and several have been revised. Lt. Davis will attend an accreditation conference in Virginia Beach next month.
- ❖ Recruitment and Selection: All of our positions are full, with the deployment of three additional officers which brings the total of officers deployed in the military to four. We may also lose one additional officer to a federal law enforcement agency. However, we do have a certified candidate on our eligibility list that we will offer employment to if a vacancy occurs.
- ❖ The Chief received and responded to several letters and emails of appreciation and commendation regarding the performance of numerous police personnel.
- ❖ The Chief and Key Staff Members attended numerous meetings during the month.
- ❖ April 18, 2005, Chief Brown was recognized by the Christiansburg Blacksburg Rotary Club as their Citizen of the Year for 2005.
- ❖ April 26, 2005, Detective Anthony Wilson was recognized as the Outstanding Law Enforcement Officer for 2005 by The American Legion Post 182
- ❖ April 29, 2005 the Department conducted a going away reception for our three officers and their families prior to their deployment.

POLICE OPERATIONS DIVISION

- ❖ Part I Offenses have increased from 70 reported in March 2005 to 73 reported in April 2005. Assaults have increased from 24 reported in March 2005 to 30 reported in April 2005. Comparing April 2004 to April 2005 we show a 2% decrease in Part I offenses. The clearance rate for Part I offenses in April 2005 was 27%. The total clearance rate for Part I and Part II offenses was 38%.
- ❖ Year-to-date offenses (Part I and Part II) have decreased 2% from a fiscal year total of 2650 in April 2004 to a fiscal year total 2255 in April 2005.

- ❖ Operations personnel responded to a shooting at Clayton Estates Mobile Home Park. The victim was a juvenile and the shooting was domestic related. The suspect was arrested the next day after a brief standoff. He has been charge with Malicious Wounding with other charges pending.
- ❖ April 27, 2005, Captain Crannis, Lieutenant Goodman, Sergeant Glass and Detective Wilson assisted the evening shift with the after concert event of rap performers (G-Unit) that night. The after party event was conducted at Burruss Tavern, was uneventful.
- ❖ April 30, 2005, a stabbing occurred inside Burruss Tavern. The incident is under investigation by the Detective Unit and significant progress is being made. The victim has been released from the hospital and is doing well.
- ❖ Additional patrols in the downtown area produced 33 arrests with the majority of these being alcohol related. Most of these were generated by the aggressive patrols of the downtown.
- ❖ The Mobile Speed Display Unit was not utilized during the month. Virginia Tech Police Department utilized one unit and the second unit was out of service for repairs.
- ❖ Selective Speed Enforcement activities were provided 35 times this month. Nineteen different locations were targeted for this activity. No Neighborhood Enhancement Program requests were received.
- ❖ Approximately 20.2 hours were expended on selective enforcement and a grand total of 313 traffic summonses were issued throughout the month.

POLICE SERVICES DIVISION

- ❖ Police personnel issued a total of 581 parking tickets this month. That figure represents a decrease of 18 from 599 that were written last month. The majority of the tickets were issued for meter violations 224. While there were tickets written in all categories, other notables included: 69 for no parking, 86 for yellow line, 71 for 2 hour parking, 64 for other violations, 11 for 24 hour parking and 20 for permit parking. Twenty-three court summonses were obtained for individuals for non-payment of their parking tickets.
- ❖ Both generators used to power the police building and radio communications tower were tested and found to be functioning properly and there testing was documented for the CALEA files.
- ❖ The Crime Prevention Sergeant remains active with our Neighborhood/Apartment Watch programs and victim/witness follow-ups.
- ❖ April 28, 2005, Fire Chief Bolte and the Fire Officers invited all of the Communication Officers to dinner, basically to get to know each other and to how fire members could further enhance the working relationship.
- ❖ April 29, 2005 Officer Vernon Speese (Evidence Technician) graduated from the Forensic Training Academy after 10 weeks of forensic training.
- ❖ Police Services Officer Reggie Holston is schedule to be militarily deployed sometime next month for training prior to going to Iraq this year.

PUBLIC WORKS DEPARTMENT

OPERATIONS DIVISION (Administration, Equipment Operations)

- ❖ Director and staff attended the monthly EMS/P2 Sanitary Sewer meeting with P&E department staff to discuss sanitary sewer overflow (SSO) issues.
- ❖ Director met with DEQ officials in the West Region Office to brief them on the planned environmental investigation of the Old Town Landfill.
- ❖ Director and staff attended a Virginia Environmental Excellence Program regional meeting of member organizations.
- ❖ Director and staff met with DEQ's Office of Pollution Prevention to discuss applying for membership in the U.S. EPA National Partnership for Environmental Priorities (NPEP) program.
- ❖ Director and staff met with a citizen on Lansdowne Street to discuss stormwater concerns.
- ❖ Director and staff met with Virginia Tech Art Department representatives to discuss Armory Building interior renovations.
- ❖ Director provided support to the committee selecting the sanitary sewer capacity and condition study consultant.
- ❖ Director met with the engineering consultant and a St. Mary's Catholic Church representative to discuss cost sharing opportunities associated with their alternative wastewater treatment system proposal.
- ❖ Town Garage mechanics performed 272 garage service job orders (vehicle repairs, equipment repairs, vehicle washing, field services, state inspections, preventive maintenance, etc.).

PARKS & LANDSCAPE DIVISION (Cemetery, Grounds, Horticulture, Parks, Solid Waste/Recycling)

- ❖ Continued the annual Spring Clean-up program in the remaining quadrants of town. Picked up 186 loads of debris resulting in labor, equipment and disposal costs of \$26,527, or \$143 per load.
- ❖ Collected 237 dump truck loads of brush during Brush Collection resulting in labor and equipment costs of \$17,669 or \$75 per load.
- ❖ Set up tent/stage for the International Street Fair and Flower and Garden Festival.
- ❖ Conducted Earth/Arbor Day Celebration and assisted with Broomin' and Bloomin' activities.

- ❖ Trimmed vegetation to alleviate sight restrictions.
- ❖ Scheduled spraying of pests on hemlock trees and broadleaf weeds in medians and select buildings.
- ❖ Installed roof on Gateway Park kiosk.
- ❖ Completed gazebo construction behind the Senior Center.
- ❖ Painted over graffiti at 2 parks.
- ❖ Repaired basketball goal and revamped horseshoe pit at Nellie's Cave Park.
- ❖ Graded and lined fields at Kipp's Elementary for Little League games.
- ❖ Lined Tom's Creek Field and Jaycee Field for softball games.
- ❖ Continued updating cemetery maps and spring cleanup activities.
- ❖ Continued to coordinate service issues with Waste Management.
- ❖ Submitted DEQ report to Montgomery Regional Solid Waste Authority.
- ❖ Held organizational meeting with participating jurisdictions of Hazardous Household Waste Day.
- ❖ Attended Hazardous Material DOT training in Richmond.

PROPERTIES DIVISION (Occupational Safety, Custodial Services, Buildings, Traffic Engineering, Pump Stations)

Occupational Safety Program

- ❖ Continued Employee Safety Committee meetings at Public Works.
- ❖ Conducted 5 Employee Occupational Safety Classes with 84 Public Works employees in attendance.
- ❖ Certified 50 people as VDOT Work Zone Flaggers.
- ❖ Updated employee training records.
- ❖ Continued visits to various jobsites, with specific attention being placed on Spring Cleanup activities.
- ❖ Received grant approval from VML Insurance for purchase of a retrieval system.
- ❖ Began application process for an EPA grant proposal to allow full participation in the National Partnership for Environmental Priorities.

Maintenance

- ❖ Removed banners on the west side of Price's Fork Rd.
- ❖ Installed electrical wiring in Nellie's Cave Park shelter.
- ❖ Completed restroom remodeling at Nellie's Cave Park.
- ❖ Opened all park restrooms for the summer.
- ❖ Installed Plexiglas on the Odd Fellows Hall windows.
- ❖ Repaired vandalism damage at the Bennett House.
- ❖ Installed new roofing on 4 sewer pump stations.
- ❖ Repaired control wiring at the Cedar Run Pump Station.
- ❖ Roughed-in wiring for generator, salt tank, and hazmat storage building at the Public Works lot.
- ❖ Installed new electrical service to the Public Work's pole shed.
- ❖ Set up and remove electrical access for the International Street Fair.

Traffic Engineering

- ❖ Repaired and/or replaced 177 street signs and serviced 54 parking meters.
- ❖ Completed camera installation at Main St. and Elliott Dr. intersection for VTTI traffic movement study.

STREETS DIVISION (Asphalt, Sidewalks, Storm Drains)

- ❖ Continued installing storm drain on Montgomery Street.
- ❖ Cleared downed trees town wide due to high winds.
- ❖ Repaired bus entrance at Kipp's Elementary School.
- ❖ Completed paved walking path at the North Main Bicycle Trail.
- ❖ Began installing a paved walking path at the Wong Park Trail.
- ❖ Created a concrete pad for the Public Work's generator.
- ❖ Poured a concrete floor around the Recreation Center building.
- ❖ Patched a sink hole on Grissom Ln.
- ❖ Repaired shoulder on McConkey St.
- ❖ Repaired ditch on Clay St. and Draper Rd. created by underground utility work.
- ❖ Reseeded area behind the new curb and gutter at 1614 Kennedy St.
- ❖ Removed salt spreaders from 6 trucks.
- ❖ Performed 18 asphalt repairs town wide.
- ❖ Performed 106 hours of street sweeping town wide.

UTILITIES DIVISION (Water Systems, Sewer Systems)

- ❖ Installed 15 new ¾" water meters. Labor, material and equipment costs totaled \$6,733 or \$449 per meter.
- ❖ Installed an 8"x12" water tap on University City Blvd., and an 8"x6" water tap on College Ave.
- ❖ Performed excavating on Clay St. for underground utility work.
- ❖ Began rehabbing manholes on Giles Rd.
- ❖ Completed sewer lining on Giles Rd.

- ❖ Repaired sewer lines on Forest Hill Dr., Golfview Dr., and Neil St.
- ❖ Repaired sewer lateral on Wildflower Ln. that was broken by a cable television contractor.
- ❖ Repaired sewer force main on North Main St.
- ❖ Cut roots from 2,485 ft. of sewer line.
- ❖ Installed flow meters on VT Property for Blacksburg VPI Sanitation.
- ❖ Processed 464 Miss Utility requests to locate Town of Blacksburg water and sewer utilities.
- ❖ Performed 13 Special Pick-ups resulting in labor and equipment costs of \$1,942 or \$149 per load.

VOLUNTEER FIRE DEPARTMENT

Fire Department responded to ___ incidents:

44% Town =	44 Calls
15% County =	15 Calls
41% VPI =	41 Calls
0% Mutual Aid =	0 Calls

Total Miles Driven: 4601
Burn Permits issued: 2 Yes, 0 No
Training Hours: 10
Total Est. Fire Loss: \$8,850
Total Incident Man Hours: 213

Training:

- ❖ Airpack and SCBA Maze at Old Best Western, 3ea. 3 hr. sessions
- ❖ Building Tour- VA Tech Bookstore
- ❖ 2 members attended HazWhopper Re-Certification at VT
- ❖ 4 members attended FDIC in Indianapolis

Committees represented by F. D.:

- ❖ SW VA Fire and Life Safety Coalition
- ❖ SW VA Firefighters Association
- ❖ SW VA Arson Investigators
- ❖ Montgomery County Firefighters Assoc.
- ❖ VA Tech Safety Advisory Committee
- ❖ Mont. Co. Risk Watch Coalition
- ❖ Blacksburg Workplace Safety

Inspections:

- ❖ Ramada Limited
- ❖ Oasis market
- ❖ Seeds of Light
- ❖ After Hours Night Clubs with State Fire Marshals
- ❖ Music Tech, 125 N. Main St., Suite 2000
- ❖ Holiday Inn, Prices Fork Rd.
- ❖ 103 Penn St., New River Family Shelter
- ❖ 618 Prices Fork Rd., New River family Shelter
- ❖ Kids Heaven Childcare, S. Park Dr.
- ❖ Jimmy Johns Sub Shop, College Ave.
- ❖ Top of the Stairs, College Ave.

Fire Prevention

- ❖ Floyd Co. Head Start- Station Tour and Safety Talk
- ❖ Montessori School- Station Tour and Safety talk
- ❖ Safety House & Sparky at Floyd Family Fun Day
- ❖ Installed 7 free Smoke Detectors
- ❖ MOPS at Blacksburg United Methodist Church
- ❖ Filmed Fire Prevention interview at Station 2

VOLUNTEER RESCUE DEPARTMENTMonth/Year April 2005

			This Month	Year To Date
1. Training - # Hours			1,255	1,976
2. Rescue Calls - # Calls			219	736
3. Volunteer hours Expended on Calls			1,089	3,702
4. Time Clock Volunteer Hours*			5,254	10,282

		<u>GOAL</u>	<u>MONTH</u>	<u>YR. AVERAGE</u>
4. *Response Times:	TOWN	7 MIN	6.41	6.34
(Time of dispatch to on scene)	COUNTY	12 MIN	10.87	10.78
	VPI	5 MIN	7	7
5. Reaction Times	TOWN	3.5 MIN	1.44	1.86
(time of dispatch to in-service)	COUNTY	3.5 MIN	3.58	3.31
	VA TECH	3.5 MIN	4	4

(NA = Not Available)

*** Response times are the crucial element to be considered in evaluation of the service.**

The response times are calculated using all calls regardless of location. Determining an average target for responses is difficult as there are many factors which enter the picture, such as weather, location, time of day, available manpower, etc. However, we continue to strive for our goal.

** County coverage area includes to Giles, Craig and Roanoke County lines.

Totals Calls Answered in the Month of April 2005:**BREAKDOWN OF CALLS:****Rescue Calls:**LOCATION:

Town	<u>132</u>
County	<u>86</u>
VPI & SU	<u>1</u>
Outside County	<u>0</u>
Total	<u>219</u>

VOLUNTEER HOURS:

Rescue Calls:	<u>1090</u>
Standby / Service Calls:	<u>9254</u>
TOTAL:	<u>6344</u>

*** New Time Clock Software: Volunteers will clock-in and clock-out while they are in the building for trainings, meetings, or while they are on call.**

P L A N N I N G & E N G I N E E R I N G
D E P A R T M E N T

April, 2005

P l a n n i n g & D e v e l o p m e n t D i v i s i o n



Comprehensive Planning

Long Range Planning Subcommittee of the Planning Commission

Town staff recommended the Planning Commission pursue six amendments in this annual update: Tom's Creek Sewer, Corridor Classification System, Alley/Unbuilt Rights-of-way, Airport related topics, and a preface for Appendix F regarding status of neighborhood master plans. The Planning Commission held a Public Hearing April 5, 2005 and recommended that Town Council consider all recommended changes.

Metropolitan Planning Organization (MPO)

Town staff worked with Montgomery County, Town of Christiansburg, and MPO staff to finalize the transportation model which will be used to evaluate transportation networks. The transportation model, related data, and a schedule for the Transportation Plan update have been adopted by the Technical Advisory Committee of the MPO. The Unified Planning Work Program (UPWP) is drafted and will be acted on in May of 2005.

Miller Southside Neighborhood Master Plan

The final draft of the master plan was acted on by the Neighborhood Planning Committee and the Long Range Planning Committee, and accepted by the Planning Commission for incorporation into Appendix F of the Comprehensive Plan.

Planning Commission Training and Policy Development

The Planning Commission held a work session on April 19, 2005 on the topics of "Low Impact Development" and "Cluster Development". The Commission will consider additional training and policy development topics and determine what more focused topics should be considered for inclusion in the 5-Year Comprehensive Plan Update and associated regulatory amendments.

2005 Annual Zoning and Subdivision Updates

The Long Range Planning Subcommittee of the Planning Commission adopted a schedule and process for the 2005 Annual Zoning and Subdivision Ordinance Updates.



Development Administration

The following development projects were reviewed or acted on in the month of April 2005:

Site Plans received for review:

- SP 05-018, Echols Village PR, 1611 Whipple Drive.
- SP 05-019, University City Boulevard parking lot pan, 1801 University City Boulevard.
- SP 05-020, Clay Court sanitary sewer, 401 South Main Street.
- SP 05-021, Lee Street Community Revitalization, Lee Street.
- SP 05-022, Roanoke/Lee Street CDBG Housing, 200 block, Prospect Street.

Subdivisions:

- SUB 05-012, Jahn Boundary line adjustment, 605 Airport Road.

Exceptions to Use and Design Standards:

- 05-005, Rivero accessory structure, 1012 Allendale Court.

Board of Zoning Appeals received for review:

None.

Special Use Permit applications received for review:

None.

Zoning Administration:

- 1 Violation notification.
- 3 Violations in progress.

E n g i n e e r i n g D i v i s i o n



Water System Projects

Highland Park Tank

The contractor has completed the paving of the access road and the installation of the electrical service. The installation of the telemetry continues and is 95 percent complete. A punch list was prepared and includes items such as performing some minor site grading to ensure runoff from the site drains properly. The contractor is continuing the work on these items.

Demolition of Existing Highland Park Tanks

All the necessary contract documents have been received and the contractor is scheduled to begin demolition during the week of May 9, 2005. The anticipated completion date is mid July 2005. Notices were sent to adjacent property owners informing them of the start of the demolition.

Replacement of Existing Highland Park Tanks

Upon completion of the demolition of the existing tanks, the engineering consultant will proceed with the foundation and tank design. The construction schedule will be finalized upon completion of the design.

Backflow Program:

- New residential backflows installed and inspected: 8
- New commercial backflows installed and test witnessed: 5
- Annual backflow tests completed: 129
- Backflow surveys: 10
- Permit value total: \$120

Water Quality Testing

- Performed 6 Chlorine Residual Tests.
- Performed 4 water bacteria tests for new lines.

Consumer Confidence Report

The Consumer Confidence Report (CCR) for calendar year 2004 was sent to water customers during the month of April 2005. A certification letter was sent to the Virginia Department of Health to verify completion of State requirements for the CCR. This year, the CCR includes information concerning the switch to the use of chloramines as the disinfectant.



Sewer System Projects

Inflow and Infiltration

The EMS I&I workgroup which consists of representative from Public Works and Planning & Engineering Divisions continues to meet monthly to coordinate the reporting and reduction of I&I sources throughout the Town of Blacksburg.

Town Engineering staff continues to work in conjunction with the Public Works department to identify sources of inflow located on Town properties and has identified several manholes that are significant sources of inflow along Giles Road. Once the manholes have been repaired, the reduced inflow will be measured and an equivalent flow will be applied to the sewer inflow reduction credit database.

Industrial Discharge Program

Staff reviewed monthly numbers for all Industrial Discharge permit holders and one Notice of Violation was sent out April 12, 2005 to Federal Mogul for a Lead and PH violation.

Grease/Oil Program

Staff has sent out educational materials to all food service establishments. This includes BMP's (Best Management Practices) for kitchens, information on town code dealing with enforcement of violators, and storage requirements for outside areas.

New Industrial Park Pump Station

The Preliminary design and layout of the pump station is approximately 60% complete. The Project is currently behind schedule from the original targeted date of 60% design completion of March 24, 2005. The Town Engineering staff is holding a meeting with the project stake holders VTTI, VT, and the Town to revise the overall project schedule.

Murphy Pump Station

Engineering staff met with the contractor and developer to clarify the impact of Army Corps of Engineers (COE) permitting issues on pump station and sanitary sewer line construction. Work on the pump station and sanitary sewer lines can continue while the developer and COE resolve permitting issues. Construction on the pump station building started with work on the building foundation. The Town applied for and received a VDOT permit for sewer work within the Georgia Street right-of-way. Construction plans were given to AEP to assist in their efforts to extend 3 phase power from North Main Street to the pump station.

The BVPISA Webb Street & VT Commuter Lot Sewer Trunk Line Project

Staff provided to Council on April 21, 2005 a Letter of Understanding (LOU) between the Sanitation Authority and the Town of Blacksburg for the final engineering design and preparation of construction bid documents for the project. Staff is currently negotiating the scope of services with the consulting design engineering firm Olver Inc. and anticipates the agreement to be finalized by May 5, 2005. The project design schedule is as follows; notice to proceed May 5, 2005, Design Documents and VDEQ plan submittals July 1, 2005, VDEQ approval August 1, 2005, and Opening of Bids September 1, 2005.

Interim Alternatives Evaluation for the West Stroubles Sewer Shed Project

Town staff met with the consulting engineering firm Olver, Inc. on April 20, 2005 to discuss the analysis of the latest rain event data and dynamic model results. The Town's flow monitoring equipment installed in the Webb Street gravity line malfunctioned and did not log sufficient flow data during the March 27th 2005 storm event to calibrate the dynamic model. Therefore, at this time, there is still insufficient data to perform a conclusive analysis with the dynamic model. Pump run time data collected at the Shenandoah I pump station during the March 27th 2005 storm event provided sufficient data to quantify the minimum volume of onsite storage needed for future development in the sewer shed. The consulting engineer is currently summarizing the analysis and will provide operational recommendations within the next 30 days.

University City Boulevard Sewer Trunk Line Project

The contractor DLB Inc. mobilized to the site on April 20, 2005 and has currently installed 25% of the bore casing pipe. The project is currently on schedule with a projected completion date of June 15, 2005. Staff is scheduled to meet with the businesses in and around the UCB and Prices Fork Intersection on Wednesday, May 4, 2005 to discuss project schedules and phasing plans to minimize impact to the local flow of traffic.

Cedar Run Pump Station Study and Upgrade Project

The Town executed a percent complete Professional Services contract with Stearns & Wheeler LLC (S&W) on March 15, 2005. S&W is currently reviewing historical data. The project is currently 30 days behind the original schedule and S&W is in the process of submitting a revised project schedule to Staff for review. The delay in the project is due to more time being needed to collect historical data.



Street Projects

Downtown Improvement Project

Due to inclement weather the concrete staining did not get finished during April 2005. It was started on May 2nd 2005 and should be done by mid May.

Stanger/Prices Fork Hazard Mitigation Project

This project is scheduled to be started this summer and finished before the return of the students. Staff is working with VDOT to get a definite start date.

VDOT Urban Projects

The Tom's Creek Interchange Project is moving on schedule. The five other VDOT Urban projects are continuing in the design process.

Planned Dumpster Enclosure Located in the Armory Parking Lot for Downtown

The architectural firm has finished the design of the enclosure. Town Staff is working on the plans so they can be put out for bid. The plans should be finished by the end of May 2005.

Wong Park Parking Lot

The parking lot is well on its way to being completed. Ninety percent of the earthwork has been completed and the retaining wall is finished. This project should be totally completed by mid May of 2005, weather permitting.

UCB Median Project

The design for the medians has been completed and the Town's Public Works Department is anticipating starting the construction shortly after Virginia Tech's graduation in May 2005.

Streetlight Management

Streetlights were checked this month and 24 lights were out (11 Tech Electric and 13 AEP).



Stormwater Projects

Montgomery Street Stormwater Improvements

The stormwater improvements to the Bennett Hill/Progress Neighborhood area continues with approximately 85 percent of the proposed storm drain installation complete. The next item to construct is the curb and gutter along the west side of Montgomery Street. The completion date for this project has been revised to June 2005 as the Public Works crews will also start working on the University City Boulevard median project and this will push the completion date back.

MS4 Compliance Report

Staff submitted the second annual MS4 compliance report on April 14, 2005 to the DCR. Staff is also working with Virginia Tech, Montgomery County, the Virginia DCR, and Citizens from the Town of

Blacksburg to coordinate the second Stroubles Creek watershed TMDL work group meeting. A public meeting has been tentatively scheduled for 7:00 PM on Wednesday June 1, 2005 in the Town Council Chambers.



Sidewalks/Trails

Heritage Park – Tom’s Creek Low Water Bridges

Hydraulic modeling by Anderson & Associates indicates the new bridges will not dramatically impact the 100 year flood elevation. Based upon this information, the Town can bypass the Conditional Letter of Map Revision (CLOMR) process and proceed with advertisement and construction this summer. Advertisement and bidding are scheduled for June 2005 with construction set to begin in July 2005 and completed before hurricane season in the fall. Both bridges will be bid with the second bridge included as an additive alternate. Following construction, the Town will still need to file a Letter of Map Revision (LOMR) with FEMA.

North Main Bike Path

Public works completed work on the bike path from Wyatt Farm to Woodbine Drive.



Traffic

NTCP

The Edgewood transportation area survey will be mailed in May 2005. Transportation area residents chose speed humps as a traffic calming option to address speeding and cut-through traffic.

Broce Drive NTCP traffic calming improvements started May 2nd 2005 with speed hump construction and will continue until May 4th 2005. Construction of a traffic island at the intersection of Lora Lane and Broce Drive has been delayed pending the results of a survey which will be sent to residents of Lora Lane and Elizabeth Drive. Traffic island construction was initially scheduled for early April 2005 but communication from some residents within the neighborhood questioned the need. The survey will determine neighborhood desire for the traffic island for residents not initially included in the Broce Drive transportation area survey.

Town staff took several requests from the March 30, 2005 Draper/Preston NTCP meeting to Traffic Committee for consideration. Traffic Committee approved a four-way stop at Draper/Miller, stop signs on the Huckleberry Trail where it crosses Miller along with new pedestrian crossing signs and crosswalk striping, and “Hidden Driveway” signs for driveways accessing Miller near the library. Temporary half-closures on Draper will be delayed until September 2005 when students have returned. The delay is also intended to allow for completion of utility work on Clay Street, installation of the 4-way stop at Draper/ Miller, and collection of resultant traffic volume and speed data with student impacts included. Following collection of traffic volume data, a meeting will be scheduled with transportation area residents to review the data, discuss the effectiveness of each half-closure, and determine their desirability as a permanent traffic calming solution. Any permanent traffic calming solution will require survey approval under existing NTCP guidelines.

South Main Street/Airport Road Traffic Signal Replacement

A construction bid has been received from Richardson-Wayland Electrical. A minor revision to the bid is being requested due to Virginia Tech Electric’s decision not to combine an existing luminaire with a new traffic pole. The final bid will be presented to Town Council in May 2005 for review and action. Richardson-Wayland expects traffic signal poles will take 12 weeks after Notice to Proceed for order and delivery. Construction of pole foundations will begin prior to pole delivery.

Traffic Management Policy

Town Council adopted a new Traffic Management Policy during the April 26, 2005 Town Council Meeting. The new traffic management policy addressed revisions to the NTCP program, enacted new hazardous conditions warrants, and adopted enhanced livability measures for traffic calming. Town

engineering staff prepared the new policy with input from Town Council and Traffic Committee through work sessions and meetings held during March 2005.

G I S D i v i s i o n



Current Projects

LiDAR – Contour Update

The aerial photography and LiDAR collection was completed in late April 2005. Raw scans of the aeriels have been delivered. The products color range and resolution look very good. The Sun angle is long due to a late afternoon shoot and some scratches and lint were detected on Christiansburg's scans. These are problems that will be corrected and eliminated during the digital ortho production. Christiansburg has seen the preliminary results of the LiDAR collection and have reported that the accuracy of the data is looking extremely good. Final products will be delivered starting at the end of May and early June of 2005.

Rental Program District Evaluation

The GIS Division has provided statistical analysis and graphic support for the evaluation of Blacksburg's rental program based on the State of Virginia's new criteria.

B u i l d i n g a n d I n s p e c t i o n s



New Construction

Building Permits Issued

Permits issued: 94
New dwelling units: 22
Inspections performed: 525
Total building permits value: \$84,103.90
Total value for construction: \$4,480,528.00
Stop work order administrative fees charged: \$100
Re-inspection fees charged: \$500
Temporary Certificates of Occupancy: \$100

Approved Building Plans

Starbucks, Kent Square – South Main Street.
Apartments, Kent Square North building – South Main Street.
BB&T Bank – University City Boulevard.
VA Tech Transportation Research Building – New Facility.
Pampered Pets – Kabrich Street.
Map Tech – Industrial Park.
Town's New Murphy Pump Station – Georgia Street.
Ramada Inn – New Apartments – South Main Street.
Townhomes – Silverleaf Lane.
Tenant up-fit – Plantation Road.

Demolition Plan – Clay Street.
La Fabulous – Mexican Grocery Store – South Main Street.

Issued Occupancies - Permanent - Commercial

Jimmy John's Restaurant – College Avenue.
Church of Jesus Christ of Latter Day Saints – Washington Street.
La Fabulous – Mexican Grocery Store – South Main Street.
Tenant Office up-fit at Kent Square North building – South Main Street.



Property Maintenance Inspections

Rental Inspections

Registered properties: 715
Rental property inspections: 5
Re-inspections: 12
Rental units passed: 15
Reactive inspections: 10
Proactive inspections: 10



Miscellaneous Information

Building Official:

Met with HDRB concerning 213 Gilbert Street.
Met with Reynolds Architect on New St. Mary's Catholic Church location.
Met with the owners of 608 South Main Street about ADA Requirements.
Met with the architect for a proposed building for University City Mall.
Met with the owners of Top of the Stairs on a new Sprinkler System being installed.
Met with the owners of Islamic Day Care on South Main Street for a proposed expansion.
Met with the owners of Piedmont Apartments about a Condo conversion.
Inspection of Ramada Inn for Property Maintenance issues and violations.
Assisted the Zoning Administrator with modular units at the Middle School on Prices Fork Road.

Property Maintenance Official:

Assisted the Building Official with inspections.
Assisted the Water Programs Technician with water samples.
Assisted the Zoning Division with Delivery of Packets.
Assisted the GIS Coordinator with addressing for Fairmont Village and Downtown.
Attended Town Gown meetings.
Attended a state sponsored Plumbing class.
Performed three Frat House Inspections.

Building Permits Issued for: April, 2004

Permit #	Applicant/Owner	Location	Contractor	Units	Cost	Code
B-04-000596	CHRIS DELVALLE	1710 N MAIN ST-VX	F. C. I. TOWERS	0	\$24,000	NC
B-04-000729	DEAN CRANE	303 WILSON AVENUE	TOWN OF BLACKSBURG	0	\$10,000	MISC
B-04-000841	MIKE AUGSBURGER	236 GOLDEN HARVEST CIRCLE	S. M. NICHOLS BUILDER INC	1	\$38,000	NTH
B-04-000842	MIKE AUGSBURGER	234 GOLDEN HARVEST CIRCLE	S. M. NICHOLS BUILDER INC	1	\$38,000	NTH
B-04-000843	MIKE AUGSBURGER	232 GOLDEN HARVEST CIRCLE	S. M. NICHOLS BUILDER INC	1	\$38,000	NTH
B-04-000844	MIKE AUGSBURGER	230 OCTOBER GLORY COURT	S. M. NICHOLS BUILDER INC	1	\$38,000	NTH
B-05-000073	JOHN SPICER	1506 BOXWOOD DRIVE	SELF	0	\$25,000	ASF
B-05-000091	NATE PESENTI	902 PRICES FORK RD	LILLY CONSTRUCTION	0	\$15,000	NC
B-05-000095	JASON BOYLE	60 SILVERLEAF LANE	GREEN VALLEY WOODWORKS	1	\$80,000	NTH
B-05-000100	JASON BOYLE	59 SILVERLEAF LANE	GREEN VALLEY WOODWORKS	1	\$80,000	NTH
B-05-000101	JASON BOYLE	61 SILVERLEAF LANE	GREEN VALLEY WOODWORKS	1	\$80,000	NTH
B-05-000156	TIMOTHY HESLEP	1731-1733 NELLIES CAVE ROAD	MAINTENANCE AND MORE	0	\$1,700	RMF
B-05-000157	TIMOTHY HESLEP	500-504 NELLIES CAVE ROAD	MAINTENANCE AND MORE	0	\$1,700	RMF
B-05-000178	SONNY LONG	201 INDUSTRIAL PARK DRIVE	HERR INDUSTRIAL INC	0	\$532,000	MC
B-05-000182	TOM WATSON	2103 SOUTH MAIN STREET	WAT-CO INC	0	\$24,000	NC
B-05-000192	ERIC JONES	1909 LACY LANE	SHELTER ALTERNATIVES	0	\$103,889	ASF
B-05-000196	JOSEPH KELLEY	1803 SHELOR LANE	JOSEPH KELLEY	0	\$7,000	ASF
B-05-000197	DEON R. SMITH	920 PLANTATION RD-SUITE 100	THOMPSON CONSTRUCTION COMPANY	0	\$18,000	RC
B-05-000198	ALLEN F. WAGNER	920 PLANTATION RD-SUITE 100	WAGNER HOME BUILDERS	0	\$5,000	EC
B-05-000199	RYAN ODUM	1389 LOCUST AVENUE	SIMON AND ASSOCIATES INC	0	\$1,300	UST
B-05-000200	ERIC SALLEE	117 SOUTH MAIN STREET	PROGRESS STREET BUILDERS	0	\$10,000	AC
B-05-000201	GREG DEHART	3150 STATE STREET	REALM CONSTRUCTION	0	\$975,000	NI
B-05-000202	JAMES SURREY	309 LUCAS DRIVE	SURREY BUILDERS INC	1	\$180,000	NSF
B-05-000203	JULIE SMITH	1904 SHELOR LANE	STRONG'S	0	\$6,600	MSF
B-05-000204	JULIE SMITH	1415 PALMER DRIVE	STRONG'S	0	\$1,700	MSF
B-05-000205	JULIE SMITH	405 NORTHVIEW DRIVE	STRONG'S	0	\$7,000	MSF
B-05-000206	DAVID MITCHAM	50 SILVERLEAF LANE	MITCHAMS REPAIR SERVICE	0	\$7,499	PLB
B-05-000207	MIKE LINK	407 RED MAPLE DRIVE	LINK AND SONS	1	\$130,000	NSF
B-05-000209	DAVID MITCHAM	55 SILVERLEAF LANE	MITCHAMS REPAIR SERVICE	0	\$7,499	PLB
B-05-000210	DAVID MITCHAM	54 SILVERLEAF LANE	MITCHAMS REPAIR SERVICE	0	\$7,499	PLB
B-05-000211	DAVID MITCHAM	53 SILVERLEAF LANE	MITCHAMS REPAIR SERVICE	0	\$7,499	PLB
B-05-000212	DAVID MITCHAM	52 SILVERLEAF LANE	MITCHAMS REPAIR SERVICE	0	\$7,499	PLB
B-05-000213	DAVID MITCHAM	51 SILVERLEAF LANE	MITCHAMS REPAIR SERVICE	0	\$7,499	PLB
B-05-000214	WILLIAM GRAVES	415 LEE STREET	GRAVES HEATING AND COOLING	0	\$3,800	ESF
B-05-000215	STEVE GERUS	702 KENTWOOD STREET	BELL ELECTRIC OF BLACKSBURG INC	0	\$1,000	ESF
B-05-000216	STEVE HIATT	920 PLANTATION ROAD	HIATT'S PLUMBING	0	\$2,000	PLB
B-05-000217	TERRY POFF	12800 FOXRIDGE LANE	ADAMS HOME BUILDERS INC	0	\$6,348	RMF
B-05-000218	TERRY POFF	13500 COPPER CROFT RUN	ADAMS HOME BUILDERS INC	0	\$8,130	RMF
B-05-000219	TERRY POFF	4600 RICHMOND LANE	ADAMS HOME BUILDERS INC	0	\$6,348	RMF
B-05-000220	TERRY POFF	1600 FOXHUNT LANE	ADAMS HOME BUILDERS INC	0	\$5,227	RMF
B-05-000221	JERRY MCNEIL	1101 GOLFVIEW DRIVE	L. R. BRAMLETT AND SON INC.	0	\$5,304	PLB
B-05-000222	SARA JONES	800 KABRICH STREET	SELF	0	\$400	RC
B-05-000223	EDWARD C. WESTERMAN	707 APPALACHIAN DRIVE	SHENANDOAH TOWER SERVICE	0	\$100,000	NC
B-05-000224	JERRY SHEPHERD	219 MOUNTAIN BREEZE DRIVE	PEARL WATER PRODUCTIONS	1	\$75,000	NSF
B-05-000225	JERRY SHEPHERD	221 MOUNTAIN BREEZE DRIVE	PEARL WATER PRODUCTIONS	1	\$75,000	NSF
B-05-000226	JERRY SHEPHERD	225 MOUNTAIN BREEZE DRIVE	PEARL WATER PRODUCTIONS	1	\$80,000	NSF
B-05-000227	PAMELA KURSTEDT	410 HARRELL STREET	A-1 HEATING AND COOLING	0	\$6,000	MSF
B-05-000228	TONY HOUFF	410 HARRELL STREET	TONY HOUFF ELECTRICAL CONTRACTING	0	\$6,500	ESF
B-05-000229	ADIN RODES	3503 HOLIDAY LANE	SHENCORP INC	0	\$85,000	RC
B-05-000230	JILL MONTGOMERY	824 NORTH MAIN STREET	VARNEY INC.	0	\$23,000	EC
B-05-000231	JIM LEMON	117 SOUTH MAIN STREET	LEMON TREE SERVICES	0	\$765	EC
B-05-000232	BOB CORNISH	2700 PROSPERITY ROAD	TOWN OF BLACKSBURG	0	\$1,000	MISC
B-05-000233	VITTORIO BONOMO	1305 HILLCREST DRIVE	SELF	0	\$25,000	ASF
B-05-000234	JOSEPH SCARPACI	800 CUPP STREET	HEDLESKY RESTORATION	0	\$3,000	ASF
B-05-000235	DONNA BELAY	1415 LOCUST AVENUE	SHELTER ALTERNATIVES	0	\$6,200	RSF
B-05-000236	PATRICK BLEVINS	303 WILSON AVENUE	BLEVINS CONTRACTING	0	\$3,000	DEM
B-05-000238	LAURA BOWERS	902 PRICES FORK ROAD	UNITED MECHANICAL	0	\$2,500	PLB
B-05-000239	BRENT COAKE	905 DRAPER ROAD	COAKE ELECTRIC INC	0	\$800	ESF

Town Manager's Monthly Operation and Information Report
April 2005

B-05-000240	SARA JONES	800 KABRICH STREET	SELF	0	\$600	PLB
B-05-000241	KIM FEIVOR	1102 MOUNT TABOR ROAD	SOUTHWEST SUNROOM AND WINDOW	0	\$16,000	ASF
B-05-000242	TED C HELLER	1318 GRISSOM LANE	HELLER CONSTRUCTION	1	\$219,000	NSF
B-05-000243	GARY GRAVES	1313 OAK DRIVE	CASTLE INCORPORATED	0	\$1,500	DEM
B-05-000244	GARY GRAVES	1313 OAK DRIVE	CASTLE INCORPORATED	0	\$5,500	MISC
B-05-000245	ERIC JONES	1220 VILLAGE WAY SOUTH	SHELTER ALTERNATIVES	0	\$500	ESF
B-05-000246	PHILIP STILL	246 SHELIAH COURT	SELF	0	\$10,000	RMF
B-05-000247	THOMAS JOHNSON	1313 OAK DRIVE	THOMAS JOHNSON	0	\$7,000	PLB
B-05-000248	DANNY GALLAGHER	202 S MAIN ST APTS	POINTE WEST MANAGEMENT-BOB PACK	4	\$100,000	NMF
B-05-000249	STEVE HILL	405 SOUTH MAIN STREET	HILL LAND COMPANY	0	\$5,000	DEM
B-05-000251	STEVE HILL	405 SOUTH MAIN STREET	HILL LAND COMPANY	0	\$5,000	DEM
B-05-000252	JOHN MASON	864-874 PATRICK HENRY DRIVE	PRICE DEVELOPMENT	0	\$8,110	RMF
B-05-000253	STEVE GERUS	1313 OAK DRIVE	BELL ELECTRIC OF BLACKSBURG INC	0	\$17,000	ESF
B-05-000254	SEAN KIRLIN	1313 OAK DRIVE	KIRLIN CONSTRUCTION	0	\$7,499	ASF
B-05-000255	WILLIAM YAGER	408 VINYARD AVENUE	DR DECK INC	0	\$7,517	ASF
B-05-000256	WILLIAM YAGER	1008 VILLAGE WAY NORTH	DR DECK INC	0	\$2,177	ASF
B-05-000259	TOM BOWDEN	209 SUNSET BLVD	RESTORATIONS UNLIMITED	0	\$7,000	ASF
B-05-000260	STAN WHITMARSH	913 VILLAGE WAY NORTH	PROGRESS STREET BUILDERS	1	\$225,000	NSF
B-05-000261	STAN WHITMARSH	2200 BIRCHLEAF LANE	PROGRESS STREET BUILDERS	1	\$425,000	NSF
B-05-000262	JERRY SHEPHERD	200 MOUNTAIN BREEZE DRIVE	PEARL WATER PRODUCTIONS	1	\$80,000	NSF
B-05-000263	JERRY SHEPHERD	202 MOUNTAIN BREEZE DRIVE	PEARL WATER PRODUCTIONS	1	\$80,000	NSF
B-05-000264	ED RICCI	608 SOUTH MAIN STREET	ENERGY MANAGEMENT SERVICES	0	\$6,570	MC
B-05-000266	CHRISTINE BURTON	1417 HIGHLAND CIRCLE	SELF	0	\$6,000	ASF
B-05-000267	CAROLYN SAYERS	1218 VILLAGE WAY SOUTH	CUNDIFF HEATING AND AIR	0	\$450	MSF
B-05-000268	DAVID MITCHELL	1600 RAMBLE ROAD	BRANCH AND ASSOCIATES	0	\$2,500	NC
B-05-000269	RICK WALLER	908 ELLIOTT DRIVE	BLUE RIDGE HOME IMPROVEMENT INC	0	\$10,000	ASF
B-05-000270	BUSTER MOSER	1701 GLADE ROAD	MOSER'S CONSTRUCTION INC	1	\$136,000	NSF
B-05-000271	ED DIXON	601 PRESTON AVENUE	WOODWORKS RESTORATION AND REMODELING	0	\$4,800	RSF
B-05-000272	ED DIXON	1302 GREENDALE DRIVE	WOODWORKS RESTORATION AND REMODELING	0	\$10,000	RSF
B-05-000273	TOM FLINCHUM	1803 SOUTH MAIN STREET	TNT FLINCHUM PROPERTY MANAGEMENT	0	\$5,000	RC
B-05-000274	A. H. SMITH	101 NORTH MAIN STREET	A. H. SMITH	0	\$1,400	RC
B-05-000276	DAVID STEPHENS	820 MCBRYDE DRIVE	A AND S HOME REPAIR	0	\$1,400	RS
B-05-000280	ZANE QUESINBERRY	2500 SHADOWLAKE ROAD	EVERY SQUARE INCH	0	\$5,000	RSF
B-05-000281	DAVID MITCHAM	1103 KENTWOOD DRIVE	MITCHAMS REPAIR SERVICE	0	\$2,000	ESF
B-05-000282	MATTHEW STOLTE	1409 GRISSOM LANE	SELF	0	\$300	ESF
B-05-000293	STEVE HIATT	315-323 SHELIAH COURT	HIATT'S PLUMBING	0	\$12,500	PLB
Total Construction Value for April, 2005					\$4,480,528	
Total New Dwelling Units for April, 2005				22		
Total Number of Permits Issued for April, 2005				94		
Total Value Permit Fees Collected for April, 2005					\$84,103	
Total Number of Inspections for April, 2005				525		
Total Number of Building Permit Fees Collected for April, 2005					27,159	
Total Amount of Stop Work Order Admin Fees Collected April, 2005					200	